

**Defining roles and responsibilities for: Agronomy Student Services & Academic  
Advising / Faculty Mentoring Model**  
*Undergraduate Program Advisor/Mentor/Student Responsibilities*

**Responsibilities of the Undergraduate Program Advisor & Academic Advising  
Support Staff**

Serve as contact point for prospective, incoming freshmen and transfer students (including discussions on departmental majors and plans of study, projections of the likely use of incoming transfer courses, etc.)

Complete a full audit of each student's academic record each summer, then update plans of study (check sheet/MyPurdue Plan).

Schedule registration-advising appointments in a timely fashion.

Coordinate appointment scheduling software use (Boiler Connect).

Convey the registration PIN to each student after reviewing the signed mentor form and conducting advising appointment.

Retain a record of course recommendations.

Be available per need to support students in the registration process.

Provide accessible meeting forms to students for printing.

**Responsibilities of Faculty Mentors**

Respond promptly to correspondence from students.

Schedule timely mentoring appointments (in-person, virtual, phone) with students when requested (**mentoring meeting must be scheduled by week SIX and appointments conducted 1 week before student meeting with advisor of each semester**).

Ask questions of the advising support staff and refer students to support staff for clarification if support is needed.

Review and fill in the Mentor Form with each mentee: 1) review career goals, 2) academic strengths/weaknesses, 3) Plan of study questions, 4) discuss future courses, 5) suggest internships/careers, study abroad and other topics. At the conclusion of the review meeting, sign off on the Mentor form in order for mentee to get PIN from the Agronomy Undergraduate Program Advisor(s).

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**Responsibilities of Students**

Schedule an appointment with their faculty mentor by the end of week six and meet no later than one week before registration meeting with advisor of each semester. The meeting can be in-person, virtual or by phone.

Meet with the Agronomy student service / advising support staff and their faculty mentors at minimum of one time each per semester and as needed. Be prepared for every meeting. In addition to the required meeting, other appointments are encourage as needed

Prepare for each meeting with the faculty mentor by filling out the Mentor Meeting form prior to the meeting. The student should think through ideas for classes and make note of questions to raise with regard to academics and course selection, internships, study abroad, research experiences, career development and the like. This is your schedule and you need to take ownership of the process.

Prepare for each meeting with the Undergraduate Program Advisor-have appropriate forms filled out, mentor's signature and be ready to discuss.

Own your plan of study and maintain an awareness of progress toward your degree objective (e.g. use MyPurdue Plan).

Take action and follow through on responsibilities-you are required to follow up on any academic or financial actions that have been requested.

**\*\*Do not procrastinate** on setting up a meeting with your faculty mentor. Some faculty will be traveling or busy in the field and will need time to schedule a meeting with you.

**Check your [purdue.edu](http://purdue.edu) email regularly.**